

**Proposal Review Committee**  
**October 9, 2014**  
Statewide Benefits Office  
500 W. Loockerman Street  
Duncan Building, Ste. 320, Dover, Delaware

**Public Session:** 2:05 p.m.

The Proposal Review Committee met on October 9, 2014, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Faith Rentz, OMB, Deputy Director, Statewide Benefits  
Brenda Lakeman, OMB, Director, HR and Benefits Administration  
Laurene Ehemann, OMB, RFP and Contract Manager, Statewide Benefits  
Leslie Ramsey, OMB, Program Lead, Statewide Benefits  
Valerie Watson, Department of Finance  
Kimberly Reinagel-Nietubicz, Office of Controller General  
Rebecca Zink, Office of the Treasurer  
Jenifer Vaughn, Delaware Insurance Department  
Hal Taylor, Correctional Officers' Association  
Emily Cunningham, Office of the Lt. Governor  
Ashley Tucker, Administrative Office of the Courts  
Wendy Brown, Department of Health and Social Services  
Bryan Spivey, Segal Consulting Group

**Introductions/Sign In**

Ms. Lakeman called the meeting to order at 2:05 p.m. Mr. Spivey was present via conference call.

**Approval of Minutes**

Ms. Lakeman requested a motion to approve of the minutes from the September 23, 2014, meeting of the Proposal Review Committee. A motion was made by Ms. Cunningham and seconded by Ms. Watson to accept the minutes as written. The motion was approved with a unanimous voice vote.

**Discussion of the RFP for the Group Life Insurance Program**

Ms. Lakeman requested a motion to move into Executive Session to discuss the plan design options, discuss the finalists' best and final offers, vote on a plan design, and score the finalists for the recommendation to the State Employee Benefits Committee (SEBC). Ms. Cunningham made the motion and it was seconded by Ms. Vaughn. The PRC moved into Executive Session at 2:06 p.m.

Upon conclusion of the Executive Session, a request to move back into the Public Session was made by Ms. Lakeman. A motion was made by Ms. Brown at 3:30 p.m. to move back into the public meeting and Ms. Vaughn seconded.

A motion was made by Ms. Lakeman to recommend to the SEBC the adoption of a plan design as follows<sup>1</sup>:

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<sup>1</sup> The *italicized* text is a change to the current plan design and in effect through June 30, 2015.

Benefit	Plan Design
Group Universal Life	1 times annual earnings Buy up to 6X earnings Maximum Amount \$350,000 Increasing Death Benefit
Accidental Death & Dismemberment	An amount equal to the group universal life insurance for which the employee is insured under the group policy.
Dependent Term Life Insurance Benefit	Spouse: Option of \$20,000 or \$10,000 Child(ren): \$10,000
Guaranteed Issue	The lesser of three times annual earnings or \$200,000.
Waiver of Premium (Disabled Employees)	After satisfaction of the elimination period, coverage for employees deemed totally disabled will remain unchanged at 100% for as long as the employee meets eligibility for waiver of premium. The waiver of premium benefit will continue to be <u>uninsured</u> for employees disabled prior to June 30, 2015. Effective July 1, 2015, the waiver of premium benefit will be <u>insured</u> by the vendor for employees disabled on or after July 1, 2015 who are granted waiver of premium benefits.
Termination of Waiver of Premium	Effective July 1, 2015, upon termination of waiver of premium, employees hired on or before June 30, 2015, will port 50% of coverage at higher group port rates with the option to convert remaining 50% of coverage to the vendor's individual pool at current age rates. Employees hired on or after July 1, 2015 will port 100% of coverage to the vendor's individual pool at current age rates.
Employee Port Provision	Effective July 1, 2015, employees hired on or before June 30, 2015, will port 50% of coverage at higher group port rates with the option to convert remaining 50% of coverage to the vendor's individual pool at current age rates. Employees hired on or after July 1, 2015 will port 100% of coverage to the vendor's individual pool at current age rates.

Rates	<i>As of July 1, 2015, rates for active employees will reduce and become slightly lower than rates for the ported group for employees hired on or before June 30, 2015.</i>
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Ms. Brown made a motion to accept the plan design as stated and Ms. Zink seconded. The motion was passed by voice vote with Ms. Tucker abstaining.

For the selection of the vendor, the scores were read as follows: Minnesota Life, 8.98, and MetLife, 7.36. Ms. Cunningham made a motion to recommend to the SEBC that the number one ranked vendor, Minnesota Life, be awarded the contract. Ms. Brown seconded and the motion was approved by voice vote with Ms. Tucker abstaining.

**Adjournment:** With no further business, a motion to adjourn was made by Ms. Cunningham and seconded by Ms. Tucker. Upon unanimous voice approval, the meeting was adjourned at 3:35 p.m. Please note there were no public attendees.

Respectfully submitted,

*Laurene M. Ehemann*

Laurene M. Ehemann  
RFP and Contract Manager